

Professional and Managerial Branch
Miscellaneous Managerial Group
Fleet Management Series

FLEET SERVICES DIRECTOR

07/02 (REB)

Summary

Under general direction, as department head, manage strategic functions associated with acquiring and maintaining safe and legally compliant automotive, off road vehicle or other non-stationary motorized equipment fleets for various City departments.

Typical Duties

Formulate comprehensive, coordinated and cost effective long and short range transportation and construction fleet development and preservation plans. Involves: establishing and modifying standards and policies to ensure cost effectiveness of internal and external delivery of service to departments supported; collaborating with user departments to assess fleet select, usage, retention or replacement needs and priorities to ensure ongoing operational or special project goals are met, to evaluate economic utility of different types of City vehicles or equipment in terms of efficiency, reliability and serviceability, and to research trends and prepare technical specifications that take advantage of manufactures' innovations and adhere to pertinent legislation on safety, fire, toxic chemical storage or disposal, air quality or similar issues; serving on various inter-jurisdictional committees to represent the City's fleet management interests, and as liaison to federal, state and local regulatory agencies.

Organize, establish, coordinate and control department fleet inspection, repair, servicing, fueling, replacement, disposal and storage operations, and utilization of maintenance garages, fueling stations, parking yards, and parts and fuel storage facilities either personally, or through subordinate supervisor or vendors. Involves: devising, implementing and assessing shop methods, and preventive maintenance, compliance modification and safety awareness programs; allocating personnel, materials or other resources and balancing work flow to ensure availability of police patrol or motor pool cars or trucks, or medium and heavy vehicles and equipment such as those used for refuse collection and disposal, material and weight handling, and construction as needed; arranging for emergency field assistance to disabled vehicles and equipment as warranted; investigating and resolving priority conflicts and delay complaints; periodically and randomly inspecting facilities, equipment and practices for conformance with operational standards to identify, diagnose and solve scheduling or organization problems, or arrange timely repair, maintenance and installation of shop machinery or tools; monitoring inventory levels and ordering materials and supplies to ensure continuity of shop production and fueling activities; reviewing work and quality control records, job orders, material and equipment reports and related statistics to initiate corrective measures to optimize operations; inventorying, storing and dispensing automotive parts, including tires and accessories, and fuels and lubricants; collaborate with user departments and property control to arrange for and schedule sale of obsolete, unrepairable, surplus or abandoned vehicles or equipment; disposing of hazardous waste.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses such as charge backs of labor and material costs to departments served, and reviewing unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance; participating in capital improvement planning by recommending new and modified facilities and equipment; monitoring expenditures of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures; overseeing operation and upkeep of computerized inventory and fleet management information systems; obtaining and maintaining internal payroll and related employee records, requisition and purchase order documents, and City vehicle and equipment registrations, titles, legally required testing results and insurance coverages or other required records; monitoring execution of contracts for services and supplies, such as commercial rebuilding and maintenance work, and towing, in accordance with City procurement policies and procedures; preparing department equipment, fuel and materials specifications.

Supervise, as appointing officer, designated exempt and nonexempt supervisor and nonsupervisory technical, trades, labor, administrative and clerical personnel. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing applicants hiring, terminating, counseling and disciplining subordinates; changing personnel status, organization structure and job designs.

Perform miscellaneous related managerial and administrative duties as required. Involves substituting as qualified for own supervisor, peers or subordinates during temporary absences by carrying out specifically delegated

functions to maintain continuity of normal operations and services; acting as technical advisor on accident reviews and operator safety program development; conducting special studies; serving on ad hoc committees; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates affecting department activities for review by City officials and other executives.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Automotive or Mechanical Engineering, Fleet or Transportation Management, or Business or Public Administration; plus eight (8) years of progressively responsible professional operational and administrative experience in repair and maintenance of gasoline, diesel or alternatively fueled automotive or construction equipment, including at least (4) years as a second level supervisor or manager with responsibility for organization structure or staffing, work scheduling, conflict resolution, budget preparation, cost control, parts of fuels inventories, or contract services in a large or multiple facility, labor intensive fleet management environment.

Knowledge, Abilities and Skills: Comprehensive knowledge of: modern methods, materials and tools used in automotive and construction equipment mechanic trades; mechanisms, uses, limitations, maintenance, repair and fueling of automotive vehicles and public works equipment; equipment fleet management. Considerable knowledge of: budget preparation and administration; computerized accounting and inventory management systems; supervisory practices; hazards and safety precautions common to municipal maintenance and repair activities; price trends and grades or quality of parts, fuels, and shop equipment and supplies.

Ability to: plan, organize, direct and inspect operations of automotive and equipment repair shops and storage facilities; establish and administer preventive maintenance, internal cost accounting and inventory control programs, policies and procedures; analyze operating effectiveness and efficiency to devise, develop and implement improvements; read and comprehend common technical, financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variables, collect and interpret and extensive variety of technical data and instructions, draw valid conclusions, and initiate action to carry out assignments or projects to completion; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials, user departments, vendors, regulatory agencies and the general public by persuasively presenting information to respond to common inquiries or complaints of individuals or groups; firmly and impartially exercise delegated appointing officer authority in the supervision and evaluation of subordinate personnel.

Physical Requirements: Occasional exposure to elements common to a major repair shop; occasional operation of a motor vehicle through city traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent issued by another state.

Human Resources Director

Department Head